

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0566719**

Date Posted: **07/02/12**

POSITION NO: 925127

Closing Date: **07/16/12**

CLASS CODE: 3761

POSITION TITLE: **Case Management Specialist**

DEPARTMENT NAME: DSS / Developmental Disabilities

DEPARTMENT NO: 56 WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday-Friday Permanent: ☒ SALARY:

Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: \$ 38,084.80 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops and implements Individual Service Plans (ISP) based on service needs identified by the ISP team; identifies specific service providers, periods of service and number of service units; modifies ISP through consistent and timely monitoring; reviews and authorizes services; coordinates and monitors all service activities on a quarterly basis for Home Community Based Services (HCBS) and bi-annual for group home/residential settings; establish and maintain client files; ensures all required information is obtained, properly documented and filed; obtains required information concerning client profile, insurance coverage, referral system, income status, medical information, etc; provides regular and other required statistical reports on a monthly basis; input all ISP updates in the Arizona Department of Economic Security Division of Developmental Disabilities' FOCUS system; serves as a liaison with service providers and other agencies; educate families and providers on the Developmental Disabilities program; participates in continuing education and professional training programs to maintain knowledge of Developmental Disabilities;

Observes and abides by policies and procedures governing confidentiality; attends conferences seminars and workshops; conducts case staffing and performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work or related field; and have attended three weeks Support Coordinators CORE training.

Experience:

Two (02) years of related experience in case management; or an equivalent combination of education, training and experience which provides the capabilities to performing the described duties **(to receive full credit for education/training, applicant must submit copies of college transcript, certificate, diploma, etc.)**.

Special Knowledge, Skills and Abilities:

Special knowledge of Navajo culture, traditional and philosophies; knowledge of the principle and techniques of case management; skills in facilitating group meetings; basic knowledge in computer literacy (MS Outlook, Word, Excel); communicate effectively in Navajo and English languages; ability to maintain accurate documentation of client services; Maintain Confidentiality.

License/Certification Requirements:

Valid State Driver's license and ability to obtain a Navajo Nation Driver's Permit. **VETERANS PREFERENCE APPLIES**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99